

Commonwealth of Massachusetts

**Executive Office of Public Safety
Programs Division**



**Violence Against Women Act
Services - Training - Officers - Prosecutors (S.T.O.P) Grant
Federal Fiscal Year 2001 Grant Application:**

**Comprehensive Integration of Sexual Assault within a
Batterers Intervention Curriculum**

**Jane Swift
Governor**

**James Jajuga
Secretary of Public Safety**

**Michael J. O'Toole
Assistant Secretary of
Public Safety**

**One Ashburton Place, Suite 2110
Boston, Massachusetts 02108
Phone 617-727-6300
Fax 617-727-5356**

**Executive Office of Public Safety Programs Division
Violence Against Women Act S.T.O.P. Grant
Request for Response**

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Introduction

The Services - Training - Officers - Prosecutors (S.T.O.P) Violence Against Women Formula & Discretionary Grant Program was reauthorized under the Violence Against Women Act (V.A.W.A.) of 2000.

The Violence Against Women Act reflects a firm commitment to improve the criminal justice system's response to violence that occurs when any woman is a victim of domestic violence, sexual assault and/or stalking. By committing significant Federal resources to restructuring and strengthening the criminal justice response to women who have been, or potentially could be, victimized by violence, the safety of all women will be better ensured.

V.A.W.A. 2000 mandates that states are required to award STOP grants in the following manner:

- 30% victim services
- 25% prosecution
- 25% law enforcement
- 15% discretionary
- 5% courts

Purpose

This Request for Response (RFR) solicits applications from eligible parties for funding under the FFY 2001 S.T.O.P. V.A.W.A. grant program. The primary purpose of the V.A.W.A. Grant Program is to provide financial assistance **to develop and strengthen effective law enforcement, prosecution strategies, and victims' services in cases of violent crimes against women.** We strongly encourage applications for a program that is innovative and can be used as a model across Massachusetts and the nation. In particular, we encourage the development of a program that ensures a collaborative, community/criminal justice effort to address the problems of domestic violence, sexual assault and stalking of women.

Eligibility

Providing that they meet all eligibility requirements, the following may apply for grant funding under this RFR:

Individuals or agencies with expertise in domestic violence prevention/intervention, sexual assault prevention/intervention or batterers intervention.

Purpose Area

Program

Develop and evaluate a batterer intervention curriculum that integrates sexual assault/abuse issues throughout the curriculum.

A Project Coordinator should be hired and charged to:

1. Conduct a comprehensive review of literature that describes the confluence of sexual assault intervention and batterer intervention;
2. Conduct a survey of certified batterer intervention programs regarding current methods for addressing sexual abuse/assault during facilitator training;
3. Develop a curriculum that completely integrates sexual abuse/assault which will be used to train certified batterer intervention program facilitators;
4. Conduct and evaluate a “train-the-trainers” training with Department of Public Health (DPH)-approved Batterer Intervention training programs;
5. Collaborate with DPH-approved Batterer Intervention training programs as the new curriculum is implemented into their training;
6. Re-evaluate the curriculum after implementation by the DPH-approved Batterer Intervention training programs and make final revisions to the curriculum, as approved by Batterer Intervention Program Services at DPH.
7. Collaborate with Batterer Intervention Program Services at DPH to ensure the curriculum’s compliance with the Guidelines and Standards for the Certification of Batterer Intervention Programs and the Memoranda of Agreement to which all DPH-training programs are held.

A job description for the Project Coordinator position must be included with the application.

Since all V.A.W.A. programs are interdisciplinary and collaborative, an Advisory Committee must be formed to assure interagency input and support for this project. It is required that the composition of the Advisory Committee consist of representatives from the following entities:

1. Department of Public Health/Batterer Intervention Program Services
2. DPH-approved Batterer Intervention training programs
3. Executive Office of Public Safety Programs Division
4. Jane Doe, Inc.
5. Department of Public Health/Sexual Assault Prevention and Survivor Services
6. Massachusetts Coalition for Sex Offender Management

Memoranda of Agreement must be completed by proposed advisory committee members and submitted with this application.

Requirements for the Use of V.A.W.A. Funds

- ❑ Supplanting of funds is prohibited. Funds for programs and services provided through this grant are intended to supplement not supplant other state or federal funding sources.
- ❑ Non-Profit agencies cannot sub-contract to state agencies or local units of government. However, state and local governmental agencies can sub-contract to non-profit agencies.

- ❑ Any administrative costs paid with grant funds must be relevant to the implementation of the V.A.W.A. funded project.
- ❑ No grant funds may be spent for construction, office furniture, or other like purchases, e.g., copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, rugs.
- ❑ No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from Executive Office of Public Safety (EOPS) Programs Division. Match funds may be used for this purpose if it is requested in the original proposal and approved by the EOPS Programs Division.
- ❑ No consultant or trainer may be paid more than \$450 per day for an eight-hour workday without the prior written approval of the U.S. Department of Justice.
 - ❑ Requests for a waiver of this requirement with documented justification must be made in writing at the time of application. The Executive Office of Public Safety Programs Division will submit the request to the Federal Violence Against Women Grants Office. (**NOTE:** \$450/day is considered a **maximum charge** for consultants or trainers and should be an exception. It is **not** the standard consultant/trainer fee.)
- ❑ No grant funds may be spent for food or beverage without prior approval of the EOPS Programs Division. Requests should be made in writing as part of the application and accompanied by documentation for the anticipated expense(s).
- ❑ S.T.O.P. funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.
- ❑ Grant funds are subject to Federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive V.A.W.A. Grants along with other Federal funds must treat the funds independently with separate cost and reporting centers.
- ❑ The value placed on loaned or donated equipment may not exceed its fair market value.
- ❑ The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market.
- ❑ The value placed on loaned or donated equipment may not exceed its fair market value.
- ❑ Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient for its own employees (e.g., time cards).

- ❑ The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same zone.

The basis for determining the value of personal services, materials, equipment, and space must be documented.

Compliance

V.A.W.A. S.T.O.P. grant compliance is based on:

- ❑ The satisfactory and timely completion of the Subgrant Award and Performance Report (SAPR), and the quarterly progress and financial reports.
- ❑ Cooperation with EOPS Programs Division monitoring (including desk reviews and site visits) of the program.

Disclaimer

All publications, (e.g., written, visual or sound), published or produced with the use of V.A.W.A. S.T.O.P. Grant funds must contain the following statement:

This project was supported by Grant # 2001-WFBX-0046 awarded by the Violence Against Women Grants Office, Office of Justice Programs, U.S. Department of Justice to the Massachusetts Executive Office of Public Safety Programs Division and subgranted to [grantee's name]. Points of view in this document are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice or the Massachusetts Executive Office of Public Safety Programs Division.

Match Requirements

For agencies other than private, non-profits, the Federal share of a V.A.W.A. S.T.O.P. grant may not be more than 75 percent of the total costs of the project. Therefore, a 25 percent, non-Federal, cash or in-kind match is required.

In-kind match may include:

1. Equipment,
2. Office supplies,
3. Workshop or classroom materials,
4. Work space, or
5. Value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are a necessary part of the funded project:
 - Match expenditures must be committed for each funded project and cannot be derived from other Federal funds, with the exception of Indian tribes as noted below.
 - Fringe benefits may be included as match.

- All funds designated as match are restricted to the same uses as the Violence Against Women Act Grant funds and must be spent within the designated grant period.
- Applicants must ensure that their match is identified in a manner that guarantees its accountability during an audit.
- Each applicant must list in the budget form the source and type of match funding being provided.

Private, non-profit agencies are not required to provide matching funds.

Calculating Match Funds

In order to determine the 25 percent match, applicants must divide the Federal Grant Amount Requested by three. The resulting figure will equal 25% of the total program cost.

Example:

If applying for a \$25,000 federal grant: the applicant must provide **an additional** \$8,333 in matching funds ($\$25,000 \div 3 = \$8,333$).

Federal funds =	\$25,000 (75%)
Match funds =	\$8,333 (25%)
Total Program Cost =	\$33,333 (100%)

Grant Award Period

The grant award period will commence on May 1, 2002 and expire on September 30, 2003.

Technical Assistance

The Executive Office of Public Safety Programs Division is available to answer questions concerning the application process and to provide technical assistance.

Please feel free to contact:

Marilee Kenney Hunt, Director, V.A.W.A. S.T.O.P. Grant Program

Tel. # (617) 727-6300 ext. 25311

OR

George Perkins, V.A.W.A. Program Manager

Tel. # (617) 727-6300 ext. 25357

Note: The Commonwealth's *Principles, Policies and Provisions* prohibits bidders from communicating directly about this bid with any employee of the Executive Office of Public Safety Programs Division other than those named above (Attachment D, "Bidder Communication").

Application Deadline

Applications must be submitted using the enclosed format. One **original** and **five copies** of the application must be received no later than **5:00 PM on Friday, March 29, 2002**.

All applications must be mailed or hand delivered (no faxed or E-mailed applications will be accepted) to:

Executive Office of Public Safety Programs Division
One Ashburton Place, Suite 2110
Boston, MA 02108
Attention: Marilee Kenney Hunt, Director, V.A.W.A. S.T.O.P. Grant Program

Application Scoring

All applications will be read and scored by the Executive Office of Public Safety's V.A.W.A. Grant Director and V.A.W.A. Program Manager and staff from the Department of Public Health's Batterer Intervention Services program and Sexual Assault Prevention and Survivor Services program. Scoring will be based on the following:

- ☐ A concise **statement of need** (with supporting data);
- ☐ Clarity of **goals and objectives**;
- ☐ Evidence of **collaboration** among community groups, state agencies and criminal justice agencies;
- ☐ A clearly articulated implementation plan;
- ☐ A reasonable **budget** that demonstrates that the matching funds comply with the stated federal and state limitations. Applicants may choose to submit either
 - An 17-month budget or
 - A five-month start up budget and 12-month operating budget; and
- ☐ A clear **evaluation** design that includes a plan for data collection to document and assess how the project will accomplish its goals and objectives.

The point scale for rating applications will consist of a 100 point maximum score calculated from the following:

Project Need and Problem Identification.....	10 points
Project Goals and Objectives	10 points
Implementation Plan.....	15 points
Evaluation Plan.....	15 points
Staffing and Organizational Structure	5 points
Well Defined and Reasonable Budget	15 points
Memoranda of Agreement	15 points
Job Description	10 points
Consideration of Special Needs Population(s)	5 points
Total.....	100 points

Instructions for the FFY 2001 V.A.W.A. Grant Application

The application template is located in Attachment B at the end of this document.

Note: An application may be completed using a personal computer but must adhere to the following format:

1. APPLICATION COVER PAGE: Correct and complete the information as necessary.

2. PURCHASE OF SERVICE PROGRAM COVER PAGE:

Under the section **Program Information**, the following information is required:

- **Contractor Name:** Name of agency
- **Program Type:** Law Enforcement, Victim Services, Prosecution, or Other
- **Program Name**
- **Program Address**
- **Contact Person Information**
- **Scope of Services:** Check the "Description of Services Attached" box

Under the section **Fiscal Terms**, the **Funding Summary Section** must be completed.

3. EXECUTIVE SUMMARY (one page limit): Provide a brief overview of the project's goals and objectives, implementation plan, method of evaluation, and budget.

4. PROJECT NEED (one page limit): Provide a description of the need the project addresses.

5. PROJECT GOALS & OBJECTIVES (one-page limit): Applicants need to clearly state the goals and objectives that will be achieved through V.A.W.A. funding.

Goals: The desired end which the project is directed. The goals of your program should be clearly stated, *realistic*, and must be obtainable and measurable. *In stating your goals, be careful to describe the desired end and not the means to the end.*

Objectives: The intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The event or project activity must answer the questions: who or what will change, where, when (period of time), how, and must be obtainable and measurable. Objectives may change due to program progression. The more specific your objectives are, the easier it will be to tell if your program has achieved them.

6. PROJECT IMPLEMENTATION (two-page limit): Provide a brief description of how the project will be implemented. This section must include a description of the applicant's organization, department, or agency. Include a summary of the agency's past progress in the area of domestic violence /sexual assault/stalking. State the

general approach and specific methods (i.e., the major activities to be completed) through which this project will address the stated problem(s). Describe the proposed work to be accomplished and how the project will be organized and staffed.

When current employees are proposed as project staff, their résumés must accompany the application. Otherwise, a job description and details of how and when the job will be posted must be included in the application. Résumé's of those hired after the project begins must be forwarded to Marilee Kenney Hunt at the EOPS Programs Division at the program's earliest convenience but no later than 6 weeks after the employee's start date.

6. PROJECT EVALUATION (one-page limit): Program Evaluation is integral to assessing how well a program has been implemented and the extent to which funded activities have achieved the stated program goals. To evaluate a program, three conditions must be met:

- The program must have **clearly articulated goals and objectives**. Goals should be clearly stated, realistic, and achievable, even if they are not readily measurable. Objectives should be both achievable and measurable.
- **Program activities** are the key operational elements of the program and must be **linked to established objectives**. Activities should be appropriate to the program's mission and of sufficient scale to produce the program's expected results (i.e., program objectives).
- **Realistic and adequate performance measures** must be developed at the outset of the program. Performance measures are statements of quantifiable data that demonstrate the extent to which the program is meeting its objectives (i.e., expected results).

Since program funds have experienced increasing cuts in recent years, EOPS Programs Division will be relying heavily upon documented progress in awarding future funds. **All V.A.W.A. grantees are required to evaluate their program and submit the results in a year end report that includes documented evaluation findings and project activities.** Simply collecting and providing the data that is required for the Quarterly Progress and the Subgrant Award and Performance Reports is not sufficient for the evaluation. V.A.W.A. program subgrantees are responsible for integrating self-assessment and program evaluation strategies into their overall operation. To accomplish that requirement, V.A.W.A. programs must incorporate data collection practices and establish methods for evaluating their respective programs.

In this section of the application, clearly explain the methods that will be used to evaluate your program, including definitions, frequency, collection, and data analysis plans. Please describe the methods that will be employed to identify, document, and measure:

- The initial goals and objectives of the program and the program's success/failure at meeting those goals;
- Whether the program is serving the intended target population (e.g., victims, victim's children, law enforcement, court personnel, etc.);
- Whether the volume of program participants is what was originally intended;

- Whether the program components were implemented as originally planned;
- Problems encountered while implementing the program;
- Whether the program has achieved the desired impact.

- 7. BUDGET NARRATIVE** (two-page limit): This project will run for 18 months. Applicants may submit either a full 18-month budget or a six-month start-up budget and a 12-month operating budget. Explain in detail each budget item requested in the Budget Summary. Each budget item must be explained in sufficient depth to permit meaningful evaluation of the grant application. This section should describe how the proposed budget enables the applicant to implement the project and achieve its goals and objectives. The questions: how much; for whom; at what rate; to what purpose; for how long must be answered in each area.

If the budget includes items that require waivers from the EOPS Programs Division or from the Federal V.A.W.A. office, include the documentation and written request with the grant proposal.

If the budget includes equipment purchases, please note that those purchases must be made within the first two quarters of the grant period.

- 8. PURCHASE OF SERVICE PROGRAM BUDGET:** At the top of the page: enter the applicant agency's name in the space marked "Contractor Name." Enter the program's name in the space marked "Program Name." EOPS Programs Division is responsible for completing the MMARS Code section. **For Non-Profit Agencies Only:** in the last box at the top of the page, enter the two-character UFR Program number which you will use for reporting these services. **Law Enforcement, Prosecutors,** and other non-human service agencies may leave this space blank.

In the form, Law Enforcement, Prosecutors, and other non-human services agencies may write "N/A" in the UFR Title # column. Write the job position title (in your own words if you are not required to use the UFR) under "Direct Care/ Program Support Staff (UFR Titles)." List the full federal grant request under the "V.A.W.A. Funds Requested" column; the amount of match (where applicable) in the "Match" column; the source of the match in the next column; and the total program cost (federal request + match) in the final column.

9. Memoranda of Agreement

A Memorandum of Agreement (MOA) must be submitted from each member of the Advisory Committee (Attachment C). The MOA will:

- (a) Affirm the choice of the member by the bidder
- (b) Confirm acceptance of a position on the Advisory Committee by the member;
- (c) List the agency or entity the member represents;
- (d) Be signed by the member and the member's direct supervisor; and
- (e) Define that particular member's role on the Advisory Committee.

Notification of Awards

After all applications are reviewed and scored, awards will be determined by the Executive Office of Public Safety Programs Division. Notification letters will be sent to the successful applicants specifying the grant award amount. It is anticipated that grant awards will be announced by April 12, 2002.

Final Check List

Be sure your final application includes:

Proposal Elements:

- ☐ A completed Grant Application Cover Page.
- ☐ A clear statement of need.
- ☐ A clear and concise description of goals, objectives and method(s) of program implementation.
- ☐ A proposed method for evaluating the program, including a list of the criteria with which to measure its success.
- ☐ A precise and realistic budget that contains sufficient details to explain each line item.
- ☐ Letters of collaboration from Advisory Committee members defining their role and responsibility on the Advisory Committee.
- ☐ Letters of support from three agencies or organizations that will be offering services to some or all of the same population.
- ☐ A letter identifying the source and type of match funding being provided.

ATTACHMENTS

Required RFR Principles, Policies, and Provisions

The terms of 801 CMR 21.00: Procurement of Commodities and Services (and 808 CMR 1.00: Compliance, Reporting and Auditing for Human and Social Services, if applicable) are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00 (and 808 CMR 1.00, if applicable). Additional definitions may also be identified in this RFR. Unless otherwise specified in this RFR, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFR. No electronic responses may be submitted in response to this RFR. All terms, conditions, requirements, and procedures included in this RFR must be met for a Response to be determined responsive. If a Bidder fails to meet any material term, condition, requirement or procedure, its Response may be deemed unresponsive and disqualified.

Northern Ireland Notice and Certification. All bidders must complete the Northern Ireland Notice and Certification form to satisfy M.G.L., Chapter 7, Section 22C, which states that no state agency may procure commodities or services from any bidder employing ten (10) or more employees in an office or other facility located in Northern Ireland unless the bidder certifies through the notice and certification form that if it employs ten or more employees in Northern Ireland, a) the bidder does not discriminate in employment, compensation or the terms, conditions and privileges of employment on account of religious or political belief, b) the bidder promotes religious tolerance within the workplace and the eradication of any manifestations of religious and other illegal discrimination and, c) the bidder is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

Response Submission Requirements: Responses submitted by selected Bidders, subject to changes that occur as a result of negotiations, will become part of the contract. Therefore, responses should include only those statements, which the Bidder is prepared to agree to contractually.

Bidder Communication: Bidders are prohibited from communicating directly with any employee of the procuring department except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the contact person for this RFR in the event this RFR is incomplete or the bidder is having trouble obtaining any required attachments electronically through Comm-PASS. If the Bidder is having trouble obtaining any required attachments electronically through Comm-PASS please contact the Comm-PASS help desk at 888-MA-STATE.

Public Records: All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Cost: Costs which are not specifically identified in the Bidder's Response and accepted by the Department as part of a Contract will not be compensated under any Contract

awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by Bidders responding to this RFR.

Comm-PASS: If this RFR has been distributed electronically using the Comm-PASS system, RFR attachments that are referenced will be found either as a separate .pdf file along with the RFR, or are found in the "Forms and Information" section at: (<http://www.comm-pass.com/comm-pass/forms.html>). Bidders are solely responsible for obtaining and completing required attachments that are identified in this RFR and for checking Comm-PASS for any addenda or modifications that are subsequently made to this RFR or attachments. The Commonwealth and its subdivisions accept no liability and will provide no accommodation to bidders who fail to check for amended RFR's and submit inadequate or incorrect responses. Bidders are advised to check the "last change" field on the summary page of RFR's for which they intend to submit a response to ensure that they have the most recent RFR files. Bidders may not alter (manually or electronically) the RFR language or any RFR component files. Modifications to the body of the RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited and may disqualify a response.

Affirmative Market Program: Massachusetts Executive Order 390 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs). As a result, M/WBE's are strongly encouraged to submit responses to this RFR, either as prime vendors, as joint venture partners, or as subcontractors. Non-M/WBE bidders are strongly encouraged to develop creative initiatives to help foster *new business relationships* with M/WBE's within the primary industries affected by this RFR. In order to satisfy this section, the bidder must submit: the names, addresses, phone numbers and contact persons of each M/WBE firm; a description of each business relationship to be established; and the actual dollar amounts, or percentages, to be awarded to each M/WBE firm. MBE and WBE firms must submit a copy of their SOMWBA certification letter for the current period. A directory of SOMWBA certified firms is available via the Internet at: www.magnet.state.ma.us/somwba. A Minority Business Enterprise (MBE) or a Woman Business Enterprises (WBE) is defined as a business that has been certified as such by the State Office of Minority and Women Business Assistance (SOMWBA). Minority and women-owned firms that are not currently SOMWBA-certified but would like to be considered as an M/WBE for this RFR should apply for certification. A fast track application is available, and will be considered for the purposes of this RFR. For further information on SOMWBA certification contact the State Office of Minority and Women Business Assistance at (617) 727-8692 or via the Internet at www.magnet.state.ma.us/somwba. Prior to the closing date of the RFR, the PMT will determine if this section will be included in the Evaluation Criteria.

Reasonable Accommodations: Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case by case basis. A bidder requesting accommodation must submit a written statement, which describes the bidder's disability and the requested accommodation to the contact person for the RFR. The PMT reserves the right to reject unreasonable requests.

Contract Expansion: If additional funds become available during the contract duration period, the department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFR or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need. The Executive Office of Public Safety reserves the right to negotiate both increases and decreases to the maximum obligation as well as changes to the scope of service and/or performance measures throughout the duration of the contract and any option to renew to ensure the successful completion of services/goods procured through this RFR.

Best and Final Offer, Value, Selection and Negotiation: The PMT may select the response(s) that demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the department. The PMT and a selected bidder, or a contractor, may negotiate a change in any element of contract performance or cost identified in the original RFR or the selected bidder's or contractor's response which results in lower costs or a more cost effective or better value than was presented in the selected bidder's or contractor's original response. After the deadline for response submission, the Executive Office of Public Safety Programs Division reserve the right to extend a Best and Final Offer opportunity to all or a select number of Bidders. Bidders may be asked to submit additional information specific to program specifications and cost.

Commonwealth Terms & Conditions for Human and Social Services: The selected Bidder will be required to execute the Commonwealth Terms and Conditions for Human and Social Services. This document is executed only once by a Contractor and applies to any and all contracts executed between the Contractor and Departments contracting for Human and Social Services.

Disqualification: The Executive Office of Public Safety Programs Division may disqualify any response that it deems unresponsive. Bidders are directed to 801 CMR 21.06 (10) and the POS Handbook for additional information.

Contract Negotiation: The Executive Office of Public Safety Programs Division reserves the right to negotiate a change to any specifications contained in a Bidder's original response that results in a lower cost, more cost effective or better value service to the Commonwealth.

Debriefing: Upon award notification, Bidders submitting responses to this RFR and aggrieved by non-selection may request a debriefing from the Executive Office of Public Safety Programs Division by contacting the contact person (in writing) identified on the cover page of this RFR within fourteen (14) calendar days of the postmark of the award notification letter. A debriefing provides the bidder with an opportunity to: (1) discuss with designated staff the Department's determination relative to the bidder's proposal and the basis for the award decision, (2) have Department staff identify any areas of weakness on the bidder's response and suggest improvements for future procurements, and/or (3) examine lists awards, evaluation materials and ratings from the review committee. **Note that comparisons with other responses will not be made during a debriefing.**

Administrative Appeals to Departments: Bidders who participate in the debriefing process and still remain aggrieved by non-selection may appeal that decision to the Executive Director of the Executive Office of Public Safety Programs Division within fourteen (14) calendar days of the debriefing. An appeal shall be based on one or more of the following grounds. 1. The competitive bidding practices failed to comply with applicable regulations and guidelines; 2. There was a fundamental unfairness in the procurement process. Appeal requests must specify in writing and in sufficient detail the basis for the appeal. Sufficient detail requires a description of the published policy or procedure that was applied and forms the basis for the appeal and /or presentation of information that supports the claim under part 1 or 2 above. The Department shall use its best efforts to schedule an appeal with the Executive Director and the bidder and its representatives within fourteen (14) days of receipt of the appeal request. All decisions of the Executive Director shall be rendered in writing within sixty (60) days of the appeal. At the conclusion of the appeal process to the Department, Bidders who are still aggrieved by non-selection may request a further level of appeal to the Operational Services Division.

Administrative Appeals to OSD: Non-successful bidders who participate in the department appeal process and remain aggrieved by the selection decision of the department may appeal the department decision to the Operational Services Division (OSD). The basis for an appeal to OSD is limited to the following grounds:

1. The competitive procurement conducted by the department failed to comply with applicable regulations and guidelines. These would be limited to the requirements of 801 CMR 21.00 or any successor regulations, the *Procurement Policies and Procedures Handbook*, subsequent policies and procedures issued by OSD and the specifications of the RFR; or
2. There was a fundamental unfairness in the procurement process. The allegation of unfairness or bias is one that is easier to allege than prove, consequently, the burden of proof rests with the bidder to provide sufficient and specific evidence in support of their claim. OSD will presume that departments conducted a fair procurement absent documentation to the contrary.

Requests for an appeal must be sent to the attention of the Assistant Commissioner at Room 1017, One Ashburton Place, Boston, MA 02108 and be received within fourteen (14) calendar days of the postmark of the notice of the department head's decision on appeal. Appeal requests must specify in sufficient detail the basis for the appeal. Sufficient detail requires a description of the published policy or procedure that was applied and forms the basis for the appeal and presentation of all information that supports the claim under paragraphs 1 or 2 above. OSD reserves the right to reject appeal requests based on grounds other than those stated above or those without sufficient detail on the basis for the appeal.

The decision of the Assistant Commissioner shall be rendered, in writing, setting forth the grounds for the decision within sixty (60) calendar days of receipt of the appeal of the request. Pending appeals to the Assistant Commissioner shall not prohibit the department from proceeding with executing contracts.

Subcontracting Policies: Prior approval by the Department is required for any subcontracted service of the agreement. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements as Contractors.

Americans with Disabilities Act (ADA) Contract Compliance: Contractors must be in compliance with ADA requirements. Contract awardees must have an up-dated, Department –approved ADA checklist on file and available for inspection at the administrative unit of the agency within three months of the contract award.

FFY 2001 Grant Application Format

Executive Office of Public Safety Programs Division
FFY 2001 V.A.W.A. Grant Program
Grant Application Cover Page

Applicant _____

Program Name _____

Address _____

Phone _____ Fax _____

Authorizing Official: _____

Signature _____ Title _____

Finance Officer:

Name: _____ Title _____

Address _____

Phone _____ Fax _____

Program Contact:

Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Other V.A.W.A. Funded Personnel (*if different than the program contact, i.e., Project Coordinator, Administrative Assistant, etc.*)

Name _____ Title _____

Address (if different than above) _____

Phone _____ Fax _____

Name: _____ Title _____

Address (if different than above) _____

Phone _____ Fax _____

7. FFY 2001 Project Budget Summary

Federal Grant Request \$ _____

Match Amount \$ _____

Total Program Cost \$ _____

FFY 2001 CFDA #: 16.588
PURCHASE OF SERVICE: PROGRAM COVER PAGE

PROGRAM INFORMATION

Contractor Name:	Department Name:
Program Type:	Document ID #:
Program Name:	UFR Program #:
Program Address:	MMARS Program Code:
City/State/Zip:	Other Reference Information (Information Purposes Only):
Contact Person:	Contact Person:
Telephone:	Telephone:
RFR INFORMATION: Attached RFR Reference # _____ legislative exemption emergency collective purchase interim amendment	
SCOPE OF SERVICES: Bidders Response Attached Description of Services Attached	
TOTAL ANTICIPATED CONTRACT DURATION: <u>May 1, 2002</u> to <u>September 30, 2003</u> .	
INITIAL DURATION: <u>May 1, 2002</u> to <u>September 30, 2003</u>	
OPTIONS TO RENEW: <u>N/A</u> options to renew for <u>N/A</u> years each option	

FISCAL TERMS

	FUNDING SUMMARY					
	Prior Years		Current Year		Future Years	
	FY	Amount	FY	Amount	FY	Amount
PRICE IS ESTABLISHED THROUGH: (CHECK 1,2, OR 3)						
OPTION 1: PRICE AGREEMENT (list price) \$ _____ rate regulation (if any) _____						
OPTION 2: SUMMARY BUDGET (* lines only) unit rate _____ cost reimbursement _____ other _____						
OPTION 3: COMPLETE BUDGET X X cost reimbursement unit rate _____ other _____						
	Total: \$		Total: \$		Total: \$	
	Multi-Year Total:					\$
CURRENT MAX OBLIGATION: \$ _____ UNIT RATE: \$ _____ per _____ # BILLABLE UNITS: _____						
ADDITIONAL PAYMENT OR PRICE SPECIFICATIONS:						

Executive Summary
(One Page Limit)

Project Need
(One Page Limit)

Project Goals & Objectives
(Two-Page Limit)

Goal #1. _____

Objectives: _____

Goal #2 _____

Objectives:

Goal #3 _____

Objectives:

Goal #4 _____

Objectives:

Project Implementation
(Two-Page Limit)

Project Evaluation
(One Page Limit)

FFY 2001 Budget Details
(Two-Page Limit)

Personnel

Supplies and Equipment

Other

Budget Details, continued

Travel

Training

Contract Services

Program Name:	Document ID#: SCCCJ3000	MMARS Code:	UFR Prog. #
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Attachment B

FFY 2001 Contractor Name: _____ If Federal Funds, CFDA
#: 16.588

PURCHASE OF SERVICE: FISCAL YEAR PROGRAM BUDGET

Program Name:			Document ID#: SCCCJ3000		MMARS Code:		UFR Prog. #
			V.A.W.A. Funds Requested		COST REIMBURSEMENT ONLY		
	Program Component	FTE	Amount	Match	Source of Match	Total Program Cost	
UFR Title #	Occupancy						
301	Program Facilities						
390	Fac. Oper/Main/Furn						
*	Total Occupancy						
*	SUBTOTAL PROGRAM COSTS						
410	Agency Admin. Support Allocation	%	\$				
*	Commercial Earn. Factor, if applicable	%	\$				
*	PROGRAM TOTAL						

** A. \$ _____ Subtotal of offsets which are for non-reimbursable costs.

** Non-reimbursable costs must be shown in detail on Attachment 5 when the program is subject to the provisions of Federal OMB Circular A-122 and/or 808 CMR 1.00.

*** Contractor's Board approved capitalization level relative to any negotiated expense costs in lines 208, 215, 390 or 410 is \$ _____.

Sample Memorandum of Agreement

This certifies that _____ (name) an employee of _____ (agency) agrees to work collaboratively with _____ (bidder) in an advisory capacity on the _____ (project name) Advisory Committee.

The Advisory Committee will meet _____ (list either planned meeting dates or a period of time that will define the meeting dates, i.e., bi-monthly, quarterly, etc.) between May 1, 2002 and September 30, 2003. The first meeting will take place within one month of the S.T.O.P. V.A.W.A. grant award date on May 1, 2002, for the purpose of offering advice on the hiring of the project coordinator.

It is understood that an advisory board member's purpose is to provide technical support and offer guidance to the _____ (bidder) during the course of the project. No advisory board member has authority over project personnel nor may he or she override or otherwise interfere with decisions made by the grantee about the progress of this grant.

Role of the Advisory Board Member

_____ (name) has been chosen to serve on the advisory board because (list member's qualifications and the reason he or she has been chosen) _____

 _____.

Acceptance

I accept a position on the _____ (project name) advisory board between May 1, 2002 and September 30, 2003. To the best of my ability, I assure my attendance at advisory board meetings.

 Printed name

 Signature

 Date

As the direct supervisor of _____ (name of advisory board member), I commit my support of his or her role on the _____ (project name) advisory board. To the best of my ability, I will assure his or her attendance at all advisory board meetings.

 Printed name

 Signature

 Date